STANDARD FORM NO. 64

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800120063-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

STAT Attn : [redacted] Room 604, 1016 16th St.

FROM : Acting Chief, Security Records Division

DATE: 5 January 1961

SUBJECT: OS Master Index
Measurement of

1. Reference is made to our previous discussions regarding the measurement of the Office of Security Master Index.

2. Following is an alphabetical breakdown reflecting the number of inches currently being utilized for each letter. This index is expanded by approximately 145,000 cards a year:

Letter	%	No. of Inches		Letter	%	No. of Inches	
A	5	600	or 50 ft	N	.02	267	22 ft
B	9	1025	85 "	O	.01	163	13
C	8	891	74	P	4	551	46
D	4	507	42	Q	.001	18	1½
E	2	223	19	R	5	557	46
F	4	443	37	S	10	1179	97
G	5	597	50	T	4	454	38
H	6	700	58	U	.01	71	6
I	.01	115	9	V	.01	182	15
J	.02	226	19	W	5	575	48
K	5	649	54	X	0	2	—
L	5	588	49	Y	.01	108	9
M	9	1012	84	Z	.01	98.	8
						11,801 inches	

983 ft

[redacted] STAT

inches = feet
300 = 25
400 = 33
500 = 41 ft
600 = 50
1,000 = 83

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